



Bid Number 50-00139989

**Labor, Materials, Supplies, Chemicals and Equipment Necessary for a
Three Year Contract to Perform Janitorial Services at Various
Locations for Jefferson Parish General Services.**

BID DUE: November 17, 2022 AT 2:00 PM

ATTENTION VENDORS!!!

**Please review all pages and respond accordingly, complying with all provisions
in the technical specifications and Jefferson Parish Instructions for Bidders and
General Terms and Conditions. All bids must be received on the Purchasing
Department's eProcurement site, www.jeffparishbids.net, by the bid due date
and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Reamey
Email: Dreamey@jeffparish.net
Phone: 504-364-2684**

THREE (3) YEAR CONTRACT TO PERFORM JANITORIAL SERVICES AT VARIOUS LOCATIONS IN JEFFERSON PARISH

Section 1.0 – Pre-Bid Conference:

A Non-mandatory Pre-Bid Conference and inspection of the site shall be held:

Location: General Government Building, 200 Derbigny St. Suite 4400, Gretna, La. 70053

Date: November 3, 2022

Time: 10:00 AM

All prospective bidders are invited to attend the non-mandatory pre-bid conference, which will be held. Failure to attend the non-mandatory pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference and does not relieve the successful bidder from the necessity of furnishing materials or performing and completing any work in accordance with the specification with no additional cost to the owner. This conference is held to allow questions to be answered and to inspect the site with the owner's representative.

Section 2.0 – Scope:

We extend this bid to provide labor, materials, supplies, chemicals, and equipment necessary to provide a three (3) year contract to perform janitorial services at various locations parish-wide.

Section 3.0 –License Requirements:

The following Louisiana State licenses will be required for this bid:

- Commercial Contractor
- and a**

Louisiana State specialty license in the following category:

- Soft abrasive cleaning, janitorial services, and household waste removal

A Louisiana State Contractor's License will be required for this bid in accordance with LSA R.S. 37-2150 et. seq. such license(s) number(s) will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected.

Section 4.0 - Surety Bond:

A bid bond will be required with bid submission in the amount of 5% of the total bid. Vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. Vendor shall indicate the electronic bid bond number in the

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location specified on the electronic bid envelope. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.

Section 5.0 – Performance Bond:

A Performance Bond in the amount of 50% of the total contract amount will be required. The performance bond shall be produced upon contract execution.

Section 6.0 – Payment Bond:

A Payment bond in the amount of 50% of the total contract amount will be required. The payment bond shall be produced upon contract execution.

Section 7.0 – Quantities/Inspections:

Bidders can schedule an inspection of all facilities listed in Section 8.0 of these specifications to perform their measurements, identify physical, etc. To determine the proper quantities of labor hours, equipment, supplies, materials, etc., needed to perform all work listed in these specifications throughout the contract period.

Section 8.0 Location/Square Footage:

BUILDING NAME	LOCATION	APPROXIMATE SQUARE FOOTAGE	NUMBER OF FLOORS
Charles B. Odom Building	5001 Westbank Expressway Marrero, LA 70072	11,000 SQFT	1
First Parish Court	924 David Drive Metairie, LA 70003	30,160 SQFT	1
General Government Building and Rotunda	200 Derbigny Street Gretna, LA 70053	114,600 SQFT	6
Joseph S. Yenni Building	1221 Elmwood Park Blvd. Jefferson, LA 70123	194,227 SQFT	10
Salvador A. Liberto Building	200 Huey P. Long Avenue Gretna, LA 70053	10,691	2
Second Parish Court House	100 Huey P. Long Avenue Gretna, LA 70053	42,100	3
Thomas F. Donelon Building/ 24 th Judicial District Court	200 Derbigny Street Gretna, LA 70053	107,882	5
East Bank Regional Library	4747 West Napoleon Avenue Metairie, LA 70001	135,000 SQFT	2
Belle Terre Library	5550 Belle Terre Road Marrero, LA 70072	7,375 SQ FT	1
Charles A. Wagner Library	6646 Riverside Drive Metairie, LA 70003	6,400 SQFT	1
Jane O Brien Chatelain/ West Bank Regional Library	2751 Manhattan Boulevard Harvey, LA 70058	35,000 SQFT	1
Gretna Library	102 Willow Drive Gretna, LA 70053	5,600 SQFT	1
Harahan Library	219 Soniat Avenue Harahan, LA 70123	3,000 SQFT	1

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BUILDING NAME	LOCATION	APPROXIMATE SQUARE FOOTAGE	NUMBER OF FLOORS
Lafitte Library	4917 City Park Drive Suite B Lafitte, LA 70067	4,500 SQFT	1
Lakeshore Library	100 West Esplanade Avenue Metairie, LA 70065	7,680 SQFT	1
Live Oak Library	125 Acadia Drive	5,412 SQFT	1
North Kenner Library	630 West Esplanade Avenue Kenner, LA 70065	9,350 SQFT	1
Old Metairie Library	2350 Metairie Road Metairie, LA 70001	10,000 SQFT	1
River Ridge Library	8825 Jefferson Highway River Ridge, LA 70123	10,000 SQFT	1
Rosedale Library	4036 Jefferson Highway Jefferson, LA 70121	7,138 SQFT	1
Terrytown Library	680 Heritage Avenue Terrytown, LA 70056	7,625 SQFT	1
Westwego Library	635 4 th Street Westwego, LA 70094	7,183 SQFT	1
Avondale Library	Avondale Garden Road & Highway 90 Avondale, LA 70094	5,000 SQFT	1
EB Consolidated Fire Department	834 S Clearview Parkway Jefferson, LA 70123	25,269 SQFT	2
Department of Streets	1901 Ames Boulevard Marrero, LA 70072		
Department of Streets	5698 Belle Terre Road Marrero, LA 70072		
Department of Streets	200 Shrewsbury Road Jefferson, LA 70121		

Section 9.0 - Bid Specifications:

Section - 9.1 Employee Verification:

- Fifteen (15) calendar days after receiving the parish-issued "Notice to Proceed," the successful bidder shall provide a typed **"Janitorial Employee Verification Form"** to the requesting department.
 - See ATTACHMENT "A" for a reference copy of the **"Janitorial Employee Verification Form."**
- A Jefferson Parish, State of Louisiana, and a Federal criminal record background check on each employee working in parish facilities.
- An I-9 Form on each employee working in parish facilities.
- All verifications shall comply with LSA.R.S.14:91.2

Failure to provide the above information could delay the start of the contract and the possible cancellation of the contract.

- The successful bidder shall e-mail a completed **"Janitorial Employee Verification Form"** to the requesting department by the 15th day of each month. Failure to comply with this directive will cause a (50%) fifty percent point deduction in that month's inspection report. An email contact list will be provided at the "Start of Work Conference."
- During the duration of the contract, the successful bidder shall provide to the requesting department the following information three working days before any new employee begins working in a parish facility:
 - A Jefferson Parish, State of Louisiana, and a Federal criminal record background check.
 - I-9 Form

Failure to provide the above information will result in the employee's removal from parish property.

Section - 9.2 General Requirements and Information:

- Employees will NOT be allowed to have visitors or bring children to the job site.
- Employees shall wear a company-provided identification card at all times while working in any parish facility.
 - The identification card shall be a minimum of twelve square inches and contain the following information:
 - Company name and logo.
 - Name and photo of the employee.
- Employees shall wear a company-issued smock or uniform at all times while working in any parish facility.
- For safety and security reasons, earbuds or noise-canceling devices shall not be used while working in any parish facility.
- Employees shall be properly trained to perform all duties identified in these specifications.
- Employees shall always be courteous and neat in appearance while working in parish facilities.
- Employees who are not conducting themselves safely and correctly will be removed immediately from all parish facilities.

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- Bidder will not be paid for the service of any employee removed from a parish facility.
- Security swipe cards and building keys will be issued to the successful bidders' "on-site" supervisor.
 - The successful bidder shall pay \$50.00 to replace any lost security card swipes or keys.
 - Loss or damage of any security card swipes, or building keys shall be immediately reported to the Jefferson Parish Janitorial Supervisor.
- An English-speaking supervisor shall be present at each location while janitorial services are performed.
- With the exception of the daytime porter position Jefferson Parish will not allow the successful bidder to only have one (1) employee working at any given location.
- The use of sub-contractors will not be permitted under this contract.

Section - 9.3 Task performed daily by the Site Supervisor:

- Ensure all lights controlled by light switches are turned off.
- Arming of applicable alarm systems.
- Locking of all applicable doors.
- Complete the Janitorial Closet Inspection Form (If applicable).
 - Inspection form is located in all Janitorial Closets.
- Failure to perform any of the above tasks will result in a (50%) fifty percent point deduction on the "Janitorial Service Performance Rating Form." Attachment "R"

Section 10.0 - Individual Buildings Requiring Services:

Section - 10.1 Jefferson Parish General Government Building & Rotunda Area:

A: The following areas in the General Government Building and Rotunda will be excluded from this contract:

- Vacant Areas on the 3rd & 4th Floors
- All Air Handler Rooms
- Penthouse
- Electrical Rooms
- Tel-Data Rooms
- File storage area 6th Floor (Council Clerk's Office)
- Credit Union – 1st Floor
- Inside Snack Bar
- Assessor's Office – Suite 1100

B: General Information:

- Jefferson Parish will furnish a logbook that will be used to relay complaints received to the supervisor. This person must also be equipped with a cellular telephone and available to visit tenants to resolve complaints no later than 3:30 p.m. each work day.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. Will also be responsible for arming all applicable alarm systems.

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Failure to perform any of these tasks could result in a \$100.00 reduction in the monthly payment.

- The supervisor in the General Government Building may also supervise employees working at the:
 - Thomas F. Donelon Building
 - Salvador A. Liberto Building
 - Charles B. Odom, Sr. Service Center
 - Second Parish Court
- This facility participates in recycling; separating trash and recyclables will be required. This includes dumping debris and waste in separate dumpster(s).
 - Trash receptacles will be identified by the placement of BLACK trash bags.
 - Recycle containers will not use can liners.

Section - 10.1 Jefferson Parish General Government Building & Rotunda Area: Continued

C: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Clean and polish stainless steel around elevators with stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner
Empty recycling containers and place them in the onsite recycling compactor
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet

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Remove paper and trash from stairwells
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 10.2 Jefferson Parish Thomas Donelon Building:

A: The following areas in the Thomas Donelon Building will be excluded from this contract:

- Vacant Area on the 3rd floor
- All Air Handler Rooms
- Penthouse – Equipment Room
- Electrical Rooms
- Tel-Data Rooms
- Detention Area – 2nd Floor

B: General Information:

- Jefferson Parish will furnish a logbook that will be used to relay complaints received to the supervisor. This person must also be equipped with a cellular telephone and must be available to visit tenants to resolve complaints no later than 3:30 p.m. each work day.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. Will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks could result in a \$100.00 reduction in the monthly payment.
- The supervisor in the Thomas F. Donelon Building may also supervise employees working at the:
 - General Government Building
 - Salvador A. Liberto Building
 - Charles B. Odom, Sr. Service Center
 - Second Parish Court

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Section - 10.2 Jefferson Parish Thomas Donelon Building: Continued

C: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Clean and polish stainless steel around elevators with stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner
Empty recycling containers and place them in the onsite recycling container
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 10.3 Jefferson Parish Second Parish Courthouse:

A: The following areas in the Jefferson Parish 2nd Parish Court House will be excluded from this contract:

The following areas will be excluded from this contract:

- All Air Handler Rooms
- Equipment Rooms
- Electrical Rooms
- Tel-Data Rooms
- Prisoner Detention Area – 2nd Floor
- Judge's Chambers – 2nd Floor
- 3rd floor

B: General Information:

- Jefferson Parish will furnish a logbook that will be used to relay complaints received to the supervisor. This person must also be equipped with a cellular telephone and must be available to visit tenants to resolve complaints no later than 3:30 p.m. each work day.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. Will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks could result in a \$100.00 reduction in the monthly payment.
- The supervisor in the Second Parish Court House Building may also supervise employees working at the:
 - General Government Building
 - Salvador A. Liberto Building
 - Charles B. Odom, Sr. Service Center
 - Thomas F. Donelon Building Second Parish Court

C: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Clean and polish stainless steel around elevators with stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner

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Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner
Empty recycling containers and place them in on the recycling container
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 10.4 Jefferson Parish Salvador A. Liberto Building:

A: The following areas in the Salvador A. Liberto Building will be excluded from this contract:

- All Air Handler Rooms
- Electrical Rooms
- Elevator mechanical room

B: General Information:

- Jefferson Parish will furnish a logbook that will be used to relay complaints received to the supervisor. This person must also be equipped with a cellular telephone and must be available to visit tenants to resolve complaints no later than 3:30 p.m. each work day.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. Will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks could result in a \$100.00 reduction in the monthly payment.
- The supervisor in the Salvador A. Liberto Building may also supervise employees working at the:

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- General Government Building
- Second Parish Court House Building
- Charles B. Odom, Sr. Service Center
- Thomas F. Donelon Building

C: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Fill all restroom dispensers with owner-provided supplies
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 10.5 Jefferson Parish Charles B. Odom, Sr. Service Center:

A: The following areas in the Charles B. Odom, Sr. Service Center will be excluded from this contract:

- File Storage room
- Electrical Rooms

B: General Information:

- Jefferson Parish will furnish a logbook that will be used to relay complaints received to the supervisor. This person must also be equipped with a cellular telephone and must be available to visit tenants to resolve complaints no later than 3:30 p.m. each work day.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. Will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks could result in a \$100.00 reduction in the monthly payment.
- The Jefferson Parish Employees Federal Credit Union office's service time will differ from the rest of the facility. Cleaning Personnel must be in by 3:30 p.m. every day and be completed by 4:30 p.m. except which will be serviced from 3:00 p.m. to 4:00 p.m. Access to all areas will be permitted and supervised by Credit Union personnel only.

C: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Fill all restroom dispensers with owner-provided supplies
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas

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Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 10.7 Jefferson Parish Joseph S. Yenni Building:

A: The following areas in the Joseph S. Yenni Building will be excluded from this contract:

- Air Handler Rooms
- Electrical Rooms
- Penthouse – Equipment Room
- Assessor's Area – 9th Floor
- Snack Bar Supply Area – 1st Floor
- ATM and Water Depository – 1st Floor
- Water Department Records Storage Room – 1st Floor
- Pump Room – 1st Floor
- 7th & 9th-floor computer rooms

B: General Information:

- Jefferson Parish will furnish a logbook that will be used to relay complaints received to the supervisor. This person must also be equipped with a cellular telephone and must be available to visit tenants to resolve complaints no later than 3:30 p.m. each work day.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. Will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks could result in a \$100.00 reduction in the monthly payment.
- This facility participates in recycling; separating trash and recyclables will be required. This includes the dumping of waste in a separate dumpster(s).
 - Trash receptacles will be identified by the placement of BLACK trash bags.
 - Recycle containers will not use can liners.
- The office of the Jefferson Parish Employees Federal Credit Union (Suite 202) service time will differ from the rest of the facility. Cleaning Personnel must be in by 3:30 p.m.

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every day and be completed by 4:30 p.m. exception will be serviced from 00 p.m. to 4:00 p.m. Access to all areas will be permitted and supervised by Credit Union personnel only.

C: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Clean and polish stainless steel around elevators with stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner
Empty recycling containers and place them in the onsite recycling container
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task Performed Semi-Annually

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Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner
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Section - 10.8 Jefferson Parish First Parish Courthouse:

A: The following areas in the Jefferson Parish First Parish Courthouse will be excluded from this contract:

- Engine Room/Mechanical Rooms
- Telephone Equipment Rooms
- Electrical Rooms
- All Storage Closets
- District Attorney's Storage Area
- Clerk of Court's Record Storage Room
- Computer Room
- Judge's Chambers

B: General Information:

- Jefferson Parish will furnish a logbook that will be used to relay complaints received to the supervisor. This person must also be equipped with a cellular telephone and must be available to visit tenants to resolve complaints no later than 3:30 p.m. each work day.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. Will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks could result in a \$100.00 reduction in the monthly payment.

C: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Clean and polish stainless steel around elevators with owner-provided stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner

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Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells.
Dust and clean all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 10.9 Jefferson Parish East Bank Consolidated Fire Department Headquarters:

A: The following areas in the Jefferson Parish East Bank Consolidated Fire Department Headquarters will be excluded from this contract:

- Engine Room/Mechanical Rooms
- Telephone Equipment Rooms
- Electrical Rooms
- Computer Room

B: General Information:

- Jefferson Parish will furnish a logbook that will be used to relay complaints received to the supervisor. This person must also be equipped with a cellular telephone and must be available to visit tenants to resolve complaints no later than 3:30 p.m. each work day.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. Will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks could result in a \$100.00 reduction in the monthly payment.

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**Section - 10.9 Jefferson Parish East Bank Consolidated Fire Department Headquarters
(continued):**

Task Performed Daily
Empty all interior and exterior trash cans
Clean walk-off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Clean and polish stainless steel around elevators with owner-provided stainless-steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells
Dust and clean all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 11.0 Jefferson Parish Department of Streets:

A: The following areas in the Jefferson Parish Department of Streets will be excluded from this contract:

- Engine Room/Mechanical Rooms
- Telephone Equipment Rooms
- Electrical Rooms
- Computer Room

B: General Information:

- Jefferson Parish will furnish a logbook that will be used to relay complaints received to the supervisor. This person must also be equipped with a cellular telephone and must be available to visit tenants to resolve complaints no later than 3:30 p.m. each work day.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. Will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks could result in a \$100.00 reduction in the monthly payment.

Task Performed Daily
Empty all interior and exterior trash cans
Clean walk-off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Clean and polish stainless steel around elevators with owner-provided stainless steel polish.
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task Performed Weekly

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Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells.
Dust and clean all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 12.0 Jefferson Parish Library Department:

A: The following areas in the Jefferson Parish Library Department will be excluded from this contract:

- Engine Room/Mechanical Rooms
- Telephone Equipment Rooms
- Electrical Rooms
- Computer Room

B: General Information:

- Jefferson Parish will furnish a logbook that will be used to relay complaints received to the supervisor. This person must also be equipped with a cellular telephone and must be available to visit tenants to resolve complaints no later than 3:30 p.m. each work day.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. Will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks could result in a \$100.00 reduction in the monthly payment.

JANITORIAL PERFORMANCE RATING SHEETS FOR ALL LIBRARIES

See Attachments A-O

Attachment A – East Bank Regional Library

Attachment B – Harahan Library

Attachment C – River Ridge Library

Attachment D – North Kenner Library

Attachment E – Lakeshore Library

Attachment F – Old Metairie Library

Attachment G – Rosedale Library
Attachment H – Wagner Library
Attachment I – West Bank Regional Library
Attachment J – Belle Terre Library
Attachment K – Gretna Library
Attachment L – Lafitte Library
Attachment M – Live Oak Library
Attachment N – Terrytown Library
Attachment O – Westwego Library

LOCATIONS & HOURS OF OPERATION

1. Belle Terre Library

5550 Belle Terre Road
Marrero, Louisiana 70072

Monday/Tuesday/Wednesday/Thursday – 9:00 am – 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

2. Charles A. Wagner Library

6646 Riverside Drive
Metairie, Louisiana 70003

Monday/Tuesday 12:00 am – 8:00 pm
Wednesday/Thursday 10:00 am – 6:00 pm
Friday/Saturday 9:00 am – 5:00 pm

3. East Bank Regional Library

747 West Napoleon Avenue
Metairie, Louisiana 70001

Monday/Tuesday/Wednesday/Thursday – 9:00 am - 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm
Sunday – 1:00 pm – 5:00 pm

4. Gretna Library

102 Willow Drive
Gretna, Louisiana 70053

Monday/Tuesday 12:00 am – 8:00 pm
Wednesday/Thursday 10:00 am – 6:00 pm
Friday/Saturday 9:00 am – 5:00 pm

5. Harahan Library
219 Soniat Avenue
Harahan, Louisiana 70123

Monday/Tuesday/Wednesday/Thursday – 9:00 am – 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

6. Lafitte Library
4917 City Park Drive-Suite B
Lafitte, Louisiana 70067

Monday/Tuesday 12:00 am – 8:00 pm
Wednesday/Thursday 10:00 am – 6:00 pm
Friday/Saturday 9:00 am – 5:00 pm

7. Lakeshore Library
1000 W. Esplanade Avenue
Metairie, Louisiana 70005

Monday/Tuesday/Wednesday/Thursday 9:00 am 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

8. Live Oak Library
25 Acadia Drive
Waggaman, Louisiana 70094

Monday/Tuesday 12:00 am – 8:00 pm
Wednesday/Thursday 10:00 am – 6:00 pm
Friday/Saturday 9:00 am – 5:00 pm

9. North Kenner Library
630 West Esplanade Avenue
Kenner, Louisiana 70065

Monday/Tuesday/Wednesday/Thursday – 9:00 am – 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

10. Old Metairie Library
2350 Metairie Road
Metairie, Louisiana 70001

Monday/Tuesday/Wednesday/Thursday – 9:00 am – 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

11. Rosedale Library
4036 Jefferson Highway
Jefferson, Louisiana 70121

Monday/Tuesday 12:00 am – 8:00 pm
Wednesday/Thursday 10:00 am – 6:00 pm
Friday/Saturday 9:00 am – 5:00 pm

12. River Ridge Library
8825 Jefferson Highway
River Ridge, Louisiana 70123

Monday/Tuesday/Wednesday/Thursday – 9:00 am – 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

13. Terrytown Library
680 Heritage Avenue
Terrytown, Louisiana 70056

Monday/Tuesday 12:00 am – 8:00 pm
Wednesday/Thursday 10:00 am – 6:00 pm
Friday/Saturday 9:00 am – 5:00 pm

14. Westwego Library
635 4th Street
Westwego, Louisiana 70094

Monday/Tuesday/Wednesday/Thursday – 9:00 am – 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

15. Jane O Brien Chatelain West Bank Regional Library
2751 Manhattan Blvd.
Harvey, LA 70058

Monday/Tuesday/Wednesday/Thursday – 9:00 am - 9:00 pm

Friday/Saturday – 9:00 am – 5:00 pm

Sunday – 1:00 pm – 5:00 pm

16. Avondale Library

Corner of Highway 90 and Avondale Garden Road
Avondale, Louisiana 70094

Note: This library is in the design phase and may open during this contract period.

Section 13.0 – Blood and Body Fluid Contamination Clean-up and Disinfectant Fogging:

The below work will be a part of this contract but will not be part of the bid price.

The line-item cost is only used to establish pricing for use as-needed basis.

Provide a cost for labor, materials, incidentals, cleaners, personal protective equipment, germicidal disinfectants, etc., needed to properly clean any area deemed contaminated by bodily fluids.

- After cleaning the area, the successful firm shall provide documentation of the area being safe for human occupancy.
- Disposal of all contaminated body fluids, blood, fluids, etc., and all cleaning materials used for the clean-up shall meet or exceed all federal, state, and local laws, guidelines, procedures, etc.

Successful firm shall provide documentation to Jefferson Parish a list of the following:

- Cleaning materials used
- Chemicals used
- Tools, hardware, etc. used
- Procedures used
- Method of clean-up
- Location where all contaminated cleanup materials were disposed of.

Section – 14.0 - Storage areas:

- All storage areas provided by Jefferson Parish and used by the successful bidder shall be kept clean and neat.
- Failure to comply after the first warning a fifty (50%) percent point deduction shall be subtracted from that month's inspection report for each occurrence.

Section – 15.0 - Day Porter:

- Provide an hourly cost for a daytime janitorial employee. See **ATTACHMENT "Q" for the "Day Time Janitorial Employee (Day Porter) Job Description"**
- The daytime janitorial employee may be used hourly for scheduled work identified in these specifications.

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- The daytime janitorial employee will also be used on an as-needed basis at various locations throughout Jefferson Parish.

Section – 16.0 - Carpet Cleaning:

- Provide a per square foot cost to mechanically clean carpet on an as-needed basis.
- Successful bidder shall provide all equipment, materials, and cleaning agents to clean the carpet properly.

Section – 17.0 - Hard Surface stripping and waxing:

- Provide a per square foot cost to mechanically clean, strip, and wax on an as-needed basis.
- Successful bidder shall provide all equipment, materials, cleaning agents, floor stripper, and wax necessary to properly wax floors.

Section 18.0 – Cleaning Supplies and Equipment:

- The successful bidder shall have an onsite inventory of cleaning supplies required to perform all work listed in these specifications.
- The Jefferson Parish Department of General Services Janitorial Supervisor will review and approve all cleaning supplies before use.
- All cleaning products shall meet or exceed the ***“United States Environmental Protection Agency Safer Choice Certified Product Guidelines.”***
- Cleaning products shall not discolor or damage Jefferson Parish fixtures, appliances, flooring, etc.
- The use of bleach will not be permitted at any Jefferson Parish facility.
- The successful bidder shall repair or replace any items damaged or stained by cleaning products.
- Damaged items will be returned to their original condition or be replaced at no additional cost to Jefferson Parish.
- No owner-furnished products (paper products, rags, chemicals, etc.) shall be used for cleaning purposes by the successful bidder.

Section 19.0 - Equipment

- The successful bidder shall provide all equipment necessary to perform janitorial services listed in these specifications.
- Equipment will be stored in designated janitorial closets/storage areas.
- All equipment must be safe, in good repair, and perform the designed function with minimal noise and maximum efficiency.
- All equipment must be labeled and identified with the successful bidder's name.

Section 20.0 Safety Data Sheets (SDS)

- Safety Data Sheets (SDS) shall be provided to the requesting department on all cleaning products within 15 days of receiving the *"Notice to Proceed."*
- Provide a three-ring binder with a copy of each Safety Data Sheets (SDS) placed wherever chemicals are stored.
- As new chemicals are introduced into a parish facility, the successful bidder shall update all SDS three-ring binders and provide a copy to the Janitorial Supervisor.
- Review all Safety Data Sheets (SDS) for accuracy monthly.
- Perform a Quarterly Review of all SDS binders.
- Provide a quarterly letter to the requesting department with the following:
 - Location of each binder
 - Date binder was reviewed and updated
- Failure to comply after the first warning a fifty (50%) percent point deduction shall be subtracted from that month's inspection report for each occurrence.

Section 21.0 – Hours of Work:

Hours of work shall be set by the requesting department and will be discussed at the Mandatory Pre-bid conference.

Section 22.0 – Performance:

- Beginning thirty days after the Notice to Proceed is issued, a representative of the successful bidder's company and a representative from the requesting department will begin performing monthly inspections of all facilities listed in these specifications.
- The monthly inspections shall be completed by the fifteenth day of each month.
- A "Janitorial Services Performance Rating Form" will be completed by a representative of the requesting department and the successful bidder for each property.
 - See ATTACHMENT "C" for a reference copy of the **"Janitorial Services Performance Rating Form."**
- Jefferson Parish reserves the right to reduce the monthly payment for each facility that scores below 90% on the Janitorial Services Performance Rating Form.
- If deficiencies are found in the cleanliness of the buildings, Jefferson Parish reserves the right to hire its own staff or another contractor to correct the deficiencies and charge the successful bidder a rate of \$50.00 per hour. The total cost of the cleaning will be deducted from the monthly bill.

Section 23.0 – Billing:

The successful bidder shall submit an individual invoice for each location serviced under this contract by the fifteenth day of each month. The invoices shall be submitted to the department for which the work is performed.

Note:

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No additional work shall be performed without a separate purchase order issued by the requesting department.

Section 24.0 Start of Work Conference and Notice to Proceed:

- A "Start of Work Conference" shall be held between the successful bidder and the owner before any work commences.
- No work shall be performed until the successful bidder receives a written "Notice to Proceed" from the requesting department.

Bid Specifications for Bid # 50-139989

ATTACHMENT A - EAST BANK REGIONAL LIBRARY

EAST BANK REGIONAL LIBRARY - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	5	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	25	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	5	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	5	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	5	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	15	
8	RESTROOMS	25	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	10	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	10	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	20	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	40	
	TOTALS	192	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0.00%

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ATTACHMENT B - HARAHAH

HARAHAH - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	5	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	6	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	1	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	1	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	5	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	4	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	4	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	3	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	5	
2	Scrub all hard tile floors with non-abrasive cleaner.	3	
	TOTALS	70	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0.00%

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ATTACHMENT C - RIVER RIDGE

RIVER RIDGE - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	5	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	2	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	5	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	10	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures,	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all hard tile floors with non-abrasive cleaner.	6	
	TOTALS	96	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0.00%

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ATTACHMENT D - NORTH KENNER

NORTH KENNER- JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	5	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	2	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	5	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	2	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and/or formica tops with approved cleaner.	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all hard tile floors with non-abrasive cleaner.	6	
	TOTALS	88	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0.00%

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ATTACHMENT E - LAKESHORE

LAKESHORE - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	5	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	3	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	5	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	10	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	7	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	4	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
	TOTALS	90	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0.00%

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ATTACHMENT F - OLD METAIRIE

OLD METAIRIE - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	5	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	1	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	5	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	10	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and/or formica tops with approved cleaner.	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
	TOTALS	92	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0.00%

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ATTACHMENT G - ROSEDALE

ROSEDALE - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	5	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	1	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	5	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	10	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic terrazzo floors with non-abrasive cleaner.	3	
	TOTALS	92	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0.00%

ATTACHMENT H - WAGNER

WAGNER - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	5	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	1	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	5	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	10	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
	TOTALS	92	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0.00%

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ATTACHMENT I - WEST BANK REGIONAL LIBRARY

WEST BANK REGIONAL LIBRARY - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	10	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	20	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	1	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	10	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	10	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	20	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	20	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
3	Scrub all terrazzo floors with non-abrasive cleaner.	3	
	TOTALS	135	0

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ATTACHMENT J - BELLE TERRE

BELLE TERRE - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	5	
2	All rubber tile floor, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass deaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	1	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	5	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	10	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant deaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
	TOTALS	92	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS	0.00%	

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ATTACHMENT K - GRETN

GRETN - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	5	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	1	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	5	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	10	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
	TOTALS	92	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0.00%

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ATTACHMENT L - LAFITTE

LAFITTE - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	5	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	1	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	5	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	10	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
	TOTALS	92	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0.00%

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ATTACHMENT M - LIVE OAK

LIVE OAK - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptable shall be put out for pick on the desugated days.	5	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot deaned	1	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	5	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	10	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, fumiture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	2	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered fumiture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all terrazzo floors with non-abrasive cleaner.	3	
	TOTALS	89	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0.00%

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ATTACHMENT N - TERRYTOWN

TERRYTOWN - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	5	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	1	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	5	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	10	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	2	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
	TOTALS	89	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0.00%

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ATTACHMENT O - WESTWEGO

WESTWEGO - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	5	
2	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
3	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
4	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
5	All other interior glass doors and door lites and windows shall be spot cleaned	1	
6	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	5	
7	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	10	
8	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and/or formica tops with approved cleaner.	10	
2	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
2	Vacuum all upholstered furniture, couches, chairs, benches, and under cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
	TOTALS	92	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS	0.00%	

Attachment "P"

JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES Janitorial Employee Verification Form

DATE

VENDOR NAME

VENDOR POINT OF CONTACT

VENDOR POC INFORMATION: Phone Fax

E-mail

Employee Name	Title	Date Employed w/Vendor	Years of Experience	Verifiable Training Completed	Completed I-9 on File
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Attachment “Q”

Day Time Janitorial Employee (Day Porter) Job Description

Employee shall perform regular daily cleaning of lobbies, stairwells, offices, and restrooms and perform any other custodial duties assigned by the Property Manager, Assistant Property Manager, or Requesting Departments Representative.

The employee will be provided with a list specific duty tailored to each facility.

Below is a sample list of tasks required of the Day Time Janitorial Employee (Day Porter).

1. Pull trash from all trash receptacles and place it in onsite dumpsters or trash compactors.
2. Vacuum all carpeted floors.
3. Sweep and mop tile floors.
4. Shake out and vacuum all entrance mats.
5. Sift out cigarette butts from urns.
6. Clean and dust items up to twelve feet in height.
7. Clean restrooms
8. Report items needing maintenance and repair to the parish representative.
9. Install parish-provided paper products and hand soaps.
10. Perform building recycle duties (if applicable)
11. Clean up spills.
12. Maintain floors in rainy weather to prevent slipping.
13. Put out wet floor signs and umbrella bags.
14. Employee will be required to punch in and out on a parish-provided time clock using a parish-provided time card. If no time clock is available the employee must sign in with a department representative prior to beginning work.
15. The Day Time Janitorial Employee (Day Porter) will only be paid for hours recorded.
16. Jefferson Parish will not pay for lunch breaks.

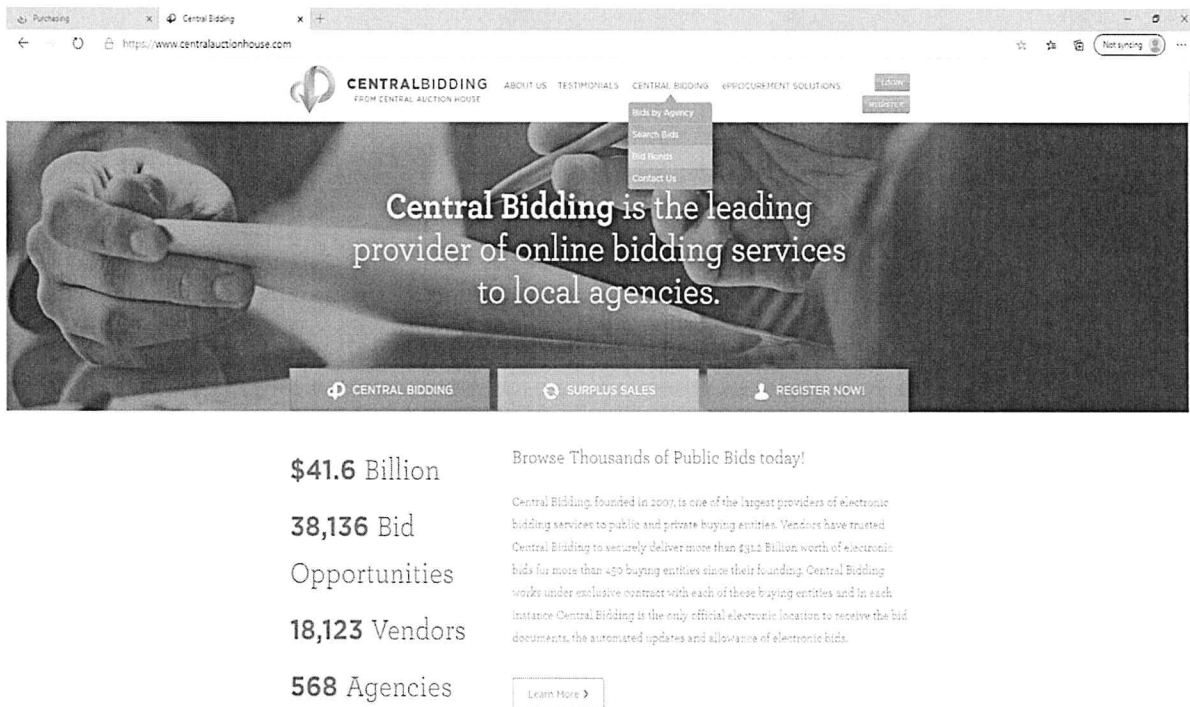
ATTACHMENT "R"

Janitorial Services Performance Rating Sheet			
Location:		Date:	
Lobbies and Entrances	(25)	Restrooms	(70)
Elevators/Elevator Doors		Soap Dispensers	
Doors/Glass		Trash Containers	
Tile/Carpet		Napkin Containers	
Corners/Edges		Walls	
Furnishings		Stalls	
Offices	(70)	Toilets	
Corners/Edges		Urinals	
Baseboards		Basins	
Low Dusting		Under Basins	
High Dusting		Counter Area	
Desks/Chairs		Bright Work	
Walls/Vertical Surfaces		Mirrors	
Light Switches		Floors	
Blinds		Corners/Edges	
Partition Glass		Questions	(35)
Stairs		Has vendor corrected past problems	
Trash Containers		Has vendor communicated weekly?	
Tile		Are supply closets in order?	
Carpet		What is the appearance of equipment?	
Water Fountains		Does the vendor have adequate cleaning Supplies?	
Miscellaneous	(15)	Are SDS Sheets kept with janitorial supplies?	
		Do employees have company provided smocks with company name and employee name?	
Notes and Comments:			
Total Points Possible	215	Contract Price:	
Deductions		Invoice Total:	
Total Possible Score		Company:	
Total Actual Score		I.P. Representative:	
Percentage Rating		Date:	
A TOTAL SCORE OF 90% OR ABOVE RESULTS IN FULL PAYMENT			

Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at www.jeffparish.net or www.centralbidding.com. To access the bonding companies on Central Bidding, hover over the “Central Bidding” link at the top of the page and select the “Bid Bonds” link.

The electronic bid bond number is to be placed in the required section listed on the standard envelope. Scanned copies of bid bonds will not be accepted with your submission.



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568 Agencies

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DATE: 10/19/2022

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00139989

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 11/17/2022 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647 as amended.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA – R.S. 38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online.

This is a secure site and authorized personnel have limited read access only. Bidders are to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 as amended. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

2,3,4,5,6,8,9,10,11,12,13,15

**PRE-BID CONFERENCE TO BE HELD AT: GGB 200 DERBIGNY ST. SUITE 4400 GRETNA
LA.70053 @ 10:00 AM
ON11/03/2022**

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, the license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. All sureties must be in original format (no copies) When submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment."). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders **MUST** acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the **BID NUMBER** and **BID OPENING DATE** indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00139989

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			LABOR, MATERIALS, SUPPLIES, CHEMICALS & EQUIPMENT NECESSARY FOR A THREE YEAR CONTRACT TO PERFORM JANITORIAL SERVICES AT VARIOUS LOCATIONS FOR JEFFERSON PARISH GENERAL SERVICES.		
1	36.00	MO	0010-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE CHARLES B. ODOM BUILDING.	\$ _____	\$ _____
2	1.00	SQFT	0020-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE CHARLES B. ODOM BUILDING.	\$ _____	\$ _____
3	36.00	MO	0030-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE FIRST PARISH COURT BUILDING.	\$ _____	\$ _____
4	1.00	SQFT	0040-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE FIRST PARISH COURT BUILDING.	\$ _____	\$ _____
5	36.00	MO	0050-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA.	\$ _____	\$ _____
6	1.00	SQFT	0060-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA.	\$ _____	\$ _____
7	36.00	MO	0070-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE JOSEPH S. YENNI BUILDING.	\$ _____	\$ _____
8	1.00	SQFT	0080-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00139989

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			JOSEPH S. YENNI BUILDING.		
9	36.00	MO	0090-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE SALVADOR A. LIBERTO BUILDING.	\$ _____	\$ _____
10	1.00	SQFT	0100-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE SALVADOR A. LIBERTO BUILDING.	\$ _____	\$ _____
11	36.00	MO	0110-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE SECOND PARISH COURT BUILDING.	\$ _____	\$ _____
12	1.00	SQFT	0120-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE SECOND PARISH COURT BUILDING.	\$ _____	\$ _____
13	36.00	MO	0130-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE THOMAS F. DONELON BUILDING/ 24TH JUDICIAL DISTRICT COURT.	\$ _____	\$ _____
14	1.00	SQFT	0140-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE THOMAS F. DONELON BUILDING/ 24TH JUDICIAL DISTRICT COURT	\$ _____	\$ _____
15	36.00	MO	0150-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE EAST BANK REGIONAL LIBRARY.	\$ _____	\$ _____
16	1.00	SQFT	0160-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE EAST BANK REGIONAL LIBRARY.	\$ _____	\$ _____
17	36.00	MO	0170-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00139989

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE BELLE TERRE LIBRARY.		
18	1.00	SQFT	0180-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE BELLE TERRE LIBRARY.	\$ _____	\$ _____
19	36.00	MO	0190-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE CHARLES A. WAGNER LIBRARY.	\$ _____	\$ _____
20	1.00	SQFT	0200-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE CHARLES A. WAGNER LIBRARY.	\$ _____	\$ _____
21	36.00	MO	0210-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE JANE O'BRIEN CHATELAIN/ WEST BANK REGIONAL LIBRARY.	\$ _____	\$ _____
22	1.00	SQFT	0220-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE JANE O'BRIEN CHATELAIN/ WEST BANK REGIONAL LIBRARY	\$ _____	\$ _____
23	36.00	MO	0230-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE GRETNAL LIBRARY.	\$ _____	\$ _____
24	1.00	SQFT	0240-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE GRETNAL LIBRARY.	\$ _____	\$ _____
25	36.00	MO	0250-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE HARAHAN LIBRARY.	\$ _____	\$ _____
26	1.00	SQFT	0260-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00139989

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			FOOTAGE TO BE CLEANED AT THE HARAHAN LIBRARY.		
27	36.00	MO	0270-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE LAFITTE LIBRARY.	\$ _____	\$ _____
28	1.00	SQFT	0280-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE LAFITTE LIBRARY.	\$ _____	\$ _____
29	36.00	MO	0290-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE LAKESHORE LIBRARY.	\$ _____	\$ _____
30	1.00	SQFT	0300-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE LAKESHORE LIBRARY.	\$ _____	\$ _____
31	36.00	MO	0310-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE LIVE OAK LIBRARY.	\$ _____	\$ _____
32	1.00	SQFT	0320-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE LIVE OAK LIBRARY.	\$ _____	\$ _____
33	36.00	MO	0330-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE NORTH KENNER LIBRARY.	\$ _____	\$ _____
34	1.00	SQFT	0340-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE NORTH KENNER LIBRARY.	\$ _____	\$ _____
35	36.00	MO	0350-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00139989

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE OLD METAIRIE LIBRARY.		
36	1.00	SQFT	0360-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE OLD METAIRIE LIBRARY.	\$ _____	\$ _____
37	36.00	MO	0370-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE RIVER RIDGE LIBRARY.	\$ _____	\$ _____
38	1.00	SQFT	0380-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE RIVER RIDGE LIBRARY.	\$ _____	\$ _____
39	36.00	MO	0390-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE ROSEDALE LIBRARY.	\$ _____	\$ _____
40	1.00	SQFT	0400-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE ROSEDALE LIBRARY.	\$ _____	\$ _____
41	36.00	MO	0410-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE TERRYTOWN LIBRARY.	\$ _____	\$ _____
42	1.00	SQFT	0420-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE TERRYTOWN LIBRARY.	\$ _____	\$ _____
43	36.00	MO	0430-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE WESTWEGO LIBRARY.	\$ _____	\$ _____
44	1.00	SQFT	0440-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00139989

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			FOOTAGE TO BE CLEANED AT THE WESTWEGO LIBRARY.		
45	36.00	MO	0450-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE AVONDALE LIBRARY.	\$ _____	\$ _____
46	1.00	SQFT	0460-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE AVONDALE LIBRARY.	\$ _____	\$ _____
47	36.00	MO	0470-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE EAST BANK CONSOLIDATED FIRE DEPARTMENT.	\$ _____	\$ _____
48	1.00	SQFT	0480-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE EAST BANK CONSOLIDATED FIRE DEPARTMENT.	\$ _____	\$ _____
49	36.00	MO	0490-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE DEPARTMENT OF STREETS (1901 AMES BOULEVARD).	\$ _____	\$ _____
50	1.00	SQFT	0500-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE DEPARTMENT OF STREETS (1901 AMES BOULEVARD).	\$ _____	\$ _____
51	36.00	MO	0510-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE DEPARTMENT OF STREETS (5698 BELLE TERRE ROAD).	\$ _____	\$ _____
52	1.00	SQFT	0520-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE DEPARTMENT OF STREETS (5698 BELLE TERRE ROAD).	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00139989

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
53	36.00	MO	0530-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE DEPARTMENT OF STREETS (200 SHREWSBURY ROAD).	\$ _____	\$ _____
54	1.00	SQFT	0540-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE DEPARTMENT OF STREETS (200 SHREWSBURY ROAD)	\$ _____	\$ _____
55	1.00	SQFT	0550-PROVIDE A SQUARE FOOTAGE COST FOR TILE AND HARD SURFACE FLOOR REFINISHING AS NEEDED, WHICH INCLUDES EVERYTHING FOR STRIPPING, CLEANING, WAXING AND BUFFING.	\$ _____	\$ _____
56	1.00	SQFT	0560-PROVIDE A SQUARE FOOTAGE COST FOR CARPET CLEANING AS NEEDED, WHICH INCLUDES EVERYTHING TO DO A TOTAL WET EXTRACTION.	\$ _____	\$ _____
57	1.00	HR	0570-PROVIDE AN HOURLY RATE FOR A DAYTIME JANITORIAL EMPLOYEE TO PERFORM REGULAR JANITORIAL EMPLOYEE JOB DESCRIPTION. CONTRACTOR WILL ALSO BE REQUIRED TO PROVIDE EQUIPMENT FOR THE EMPLOYEE TO USE TO PERFORM THESE SERVICES. EMPLOYEE MAY BE USED ON AN HOURLY BASIS FOR INTERMITTENT WORK AT VARIOUS LOCATIONS.	\$ _____	\$ _____
58	1.00	HR	0580-PROVIDE AN HOURLY RATE TO PERFORM BLOOD AND BODY FLUID CONTAMINATION MATERIAL CLEAN UP AND DISINFECTANT FOGGING, STANDARD OPERATING PROCEDURE ON AN AS NEEDED BASIS.	\$ _____	\$ _____

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a bid in response to Bid Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected.

The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

☐ **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.